



world relief™

SOUTH SUDAN



STAND / FOR THE VULNERABLE™

World Relief South Sudan
Hai Cinema P.O. BOX 41
Juba, South Sudan

www.worldrelief.org

VACANCY ANNOUNCEMENT

Position Title: **Field Grant Accountant - SSHF**
Department: **Finance and Administration**
Supervisor: **Assistant Finance Manager**
Work Location: **Juba South Sudan**

World Relief South Sudan is the South Sudanese branch of World Relief, an international non-governmental organization dedicated to partnering with the local Church, to see the most vulnerable people transformed economically, socially, and spiritually. Since 1998, World Relief has been working with the local Church to address humanitarian and development needs related to Health, Nutrition,

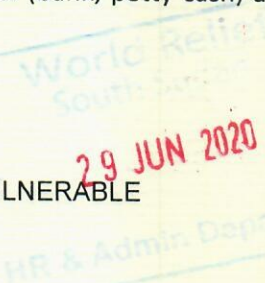
Food Security & Livelihoods (FSL), Education, WASH (Water, Sanitation & Hygiene), Protection, Disaster Risk Reduction (DRR), and Church Empowerment.

POSITION SUMMARY

- A. To fulfil the Mission Statement of World Relief and its partners
- B. To provide treasury, accounting and financial reporting support to WRSS' recently awarded SSHF grant in Fangak, including that of the grant's sub-implementing partner.
- C. To assist and keep good working relationship with other WR staff and the staff of the sub-implementing partner

KEY RESPONSIBILITIES

- Incorporate/consolidate all field books into the country office computerized financial system
- Daily preparation of journals and posting of accounting transactions into the financial software
- Verify all supporting documents for authenticity before entering them in the organization's accounting software
- Verify accounts by reconciling statements, transactions and supporting documents
- Prepare check and cash payment vouchers and allocate expenses to proper accounting codes for all World Relief South Sudan programs financial transactions in line with budgets and project documentation
- Keep track of all voucher numbers both for expenses payments (bank, petty cash) and General ledger transactions (Expenses Reports and manual GL)



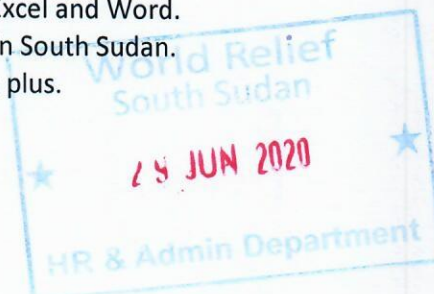
- Carry out the allocation and reallocations of shared expenses in compliance with shared cost principles
- Resolve account discrepancies by investigating documentation; issuing stop-payments, payments, or adjustments
- File and archive all accounting and supporting documents appropriately
- Secure financial information by completing data-base backups on a weekly basis
- Maintain both soft and physical financial historical records by filing accounting documents
- In collaboration with the Fangak Field Office Manager and Officers, maintain a weekly log on all advances, accounts for all staff, and provide detailed information to the Finance Manager on delayed expense reporting by program and support staff.
- Ensure that all accounting requests from HQ for finance supporting documentation are timely sent to the International Accountants
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies, and attending World Relief University through LINGOS.
- Contribute to team effort by accomplishing related results as needed.
- Perform other duties and specific projects as assigned by the immediate supervisor
- **Key working Relationships:**
 - Internal: Director of Finance and Admin, Assistant Finance Manager, Country Director, Program Managers, Logistics Support Officer, HR Manager, Field Office Support Officers.
 - External: Donors, partners and auditors

SKILLS REQUIRED

- Mature believer and follower of the Lord Jesus Christ teachings.
- Committed to the vision, mission and values of World Relief.
- Strong quantitative and analytical skills
- High level of integrity and sense of confidentiality.
- Initiative, excellent organization ability, with attention to details
- Excellent interpersonal skills for team work in a multi-racial environment
- Self-directing, reliable and responsible
- Strategic thinker, patient and self-controlled.

Qualifications:

- Bachelor's degree in Accounting or Finance from recognized institution.
- Additional qualifications like CPA will have an advantage.
- At least two to three years of experience in accounting
- Proven Experience in fund-based accounting
- Proven Experience in Computerized Accounting
- Excellent skills in MS office especially MS Excel and Word.
- Mastery of English as an official language in South Sudan.
- Experience with UN-administered grants a plus.



APPLICATION REQUIREMENTS

Applicants desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying for
- Current CV, Copies of diplomas and certificates, including nationality certificate
- List of three former supervisors who can serve as job references one of whom should be from the church with their valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any one of the following ways:

Submission to the World Relief Juba Office in Hai Cinema Tender Box or Online submission by email to [**WRSSRecruitment@wr.org**](mailto:WRSSRecruitment@wr.org) copying [**GElizabeth@wr.org**](mailto:GElizabeth@wr.org) including the job title in the subject line.

Applications must be received by **20th July 2020 at 5:00PM**. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

